

Down Payment Assistance (DPA)

General Information Sheet

To be eligible, the applicant must meet the following requirements:

- The applicant must be a first-time homebuyer in accordance with Code of Federal Regulations (CFR) Title. No prior ownership less than three years unless he/she is displaced.
- The applicant's household must fall within the Department of Housing and Urban Development's low to moderate income guidelines.

Down Payment Assistance		
Household Size	Minimum Income	Maximum Income
1 Person	\$24,650.00	\$39,250.00
2 Persons	\$28,200.00	\$45,050.00
3 Persons	\$31,700.00	\$50,700.00
4 Persons	\$35,200.00	\$56,300.00
5 Persons	\$38,050.00	\$60,850.00
6 Persons	\$40,850.00	\$65,350.00
7 Persons	\$43,650.00	\$69,850.00
8 Persons	\$46,500.00	\$74,350.00

- The applicant must be able to qualify for a fixed rate mortgage loan using FHA, VA, or conventional financing. You must qualify on your own credit. **All co-applicants must be considered in the mortgage loan.** No creative financing such as variable rate, adjustable rate, interest only mortgage, balloon payment, etc.
- The applicant must contribute a minimum of **\$2,000.00** toward the cost of purchase of the home (i.e., earnest money, appraisal, etc.) prior to closing.
- The applicant must purchase a home within the West Valley City limits for a price not to exceed **\$180,000**.
- The applicant must attend and complete one of the approved First Time Home Buyer Classes on finance and budgeting.
- The applicant must not be committed (bid, offer, purchase agreement or earnest money) on any property **until** loan approval and class certificate is received by West Valley City.
- The grant/loan must be repaid if the applicant resells, transfer title, refinances the home, or moves within the first five years.

This program is provided by the West Valley City Housing Authority using Community Development Block Grant (CDBG) and HOME funds. Funding is limited; all applications will be processed on a first come, first serve basis. **If you wish to participate in this program, please ask for an application.**

Down Payment Assistance Process

1. Notification of program acceptance or denial will occur within two weeks. **Submitting this application does not guarantee an award.**
2. Attend and complete one of the approved First Time Home Buyer Classes on finance and budgeting. Call their offices listed below to find a convenient class schedule. Certificate of Completion must be turned in.

Salt Lake Community Action Program (CAP)	(801)359-2444
Community Development Corporation (CDC)	(801)994-7222
NeighborWorks	(801)539-1590 Ext. 119

NOTE: Step 1 and Step 2 must be completed prior to any commitment (bid, offer, purchase agreement or earnest money) on any property.

3. Find a realtor and a lender and explain this program to them, then find a home. When you find a home and have an offer accepted, your realtor, lender or title company must fax copies of the below listed documents to the Housing Authority at (801)963-3518.
 - Real Estate Purchase Contract (REPC)
 - Appraisal on property
 - Preliminary Title Report
 - Verification of Homeowner's Insurance
4. Upon receipt of all the documents listed in Step 3, the Grants office will need 15 business days to prepare for the loan closing. During the 15 days, a building inspector will make an appointment with your realtor or lender to inspect for a minimum Housing Quality Standards (HQS) and lead-based paint inspections. If the home passes the inspections, the closing documents will be processed and a check will be issued to the title company **before** closing takes place.

NOTE: The West Valley City Housing Authority reserves the right to postpone a scheduled closing date.

5. The lender and/or title company is responsible for submitting the following documents to the Grants office following closing on the home:
 - Settlement Statements clearly indicating where the grant funds were used
 - Lender affidavit (to be provided by the Grants office and signed by the lender regarding buyer/property qualifications).
 - A copy of the recorded first trust deed.
 - Copy of the title policy on the first trust deed and any other accompanying closing documents.
 - Signed and notarized Promissory Note, Trust Deed, and Notice of Default.